

Title: Temporary Transportation Requests	Procedure #: 028 Page: 1 of 1	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: Feb 2019	Next Review: Feb 2022

Statement	<p>Students are expected to only ride the school purpose vehicle(s) that they have been assigned to by STSBHN. All emergency/ temporary transportation requests shall be reviewed by the principal or designate to substantiate the validity of the claim.</p>
Procedure	<ol style="list-style-type: none"> 1. All requests for students to board a vehicle that they normally would not ride on are to be denied. Examples of requests which shall <u>not</u> be considered include, but are not limited to: birthday parties, vacation arrangements, sleep overs, etc. The only exception to this rule is for <u>emergencies</u> when, at the principal's discretion, the child's wellbeing and/ or safety would be jeopardized by sending them via their traditional means of transportation. 2. The principal will contact STSBHN and advise them that an emergency/ temporary request has been granted and convey all relevant details so as to allow the changes to be noted in STSBHN's student database. 3. Drivers are to be made aware of the changes with a bus pass created through the route planning software or a letter, preferably on school letter head and signed by the principal, indicating that they, the principal, have agreed to the emergency/ temporary change. 4. STSBHN staff are to advise dispatch of the emergency/ temporary change and the location of where student(s) will now be dropped off/ pickup. <p>In cases of emergencies involving lost children or accidents/ incidents, procedures 029 and 023 will be followed and properly executed.</p>